

# **Human Resources Certification Program**



## **Application Reports**

**And**

## **Project Guidelines**

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## What is an Application Report?

The application report is a paper that chronicles growth in an area in which knowledge has increased as a result of the HRCP program. There are four independent application reports, each describing a problem and solution in the participant's work environment. The first two application reports are submitted to the HRCP program director after HRCP Level III. The final two application reports are submitted after HRCP Level V.

## Benefits of the Application Report and HRCP Project

**Deeper Learning:** Application reports and the HRCP project provide extended learning activities that confirm increased expertise is demonstrated on the job as a result of the HRCP program. Participants apply the knowledge and skills acquired to certain processes, services, or relationships in context with job duties, which in turn benefits the participant, agency, and customers.

**Training Validation:** Application reports and the HRCP project confirm the investment made in employee development produces a measurable return for participants and agencies. Together they demonstrate five tangible applications of expertise gained in the HRCP program through documented improvement in work processes, services, and/or relationships.

## Defining the Scope of the Report and HRCP Project

The scope of the application reports and the HRCP project are determined by the nature of the participant's job, along with the material covered in HRCP sessions. Each improvement reported is applied within the participant's work environment—processes, services, and relationships encountered on the job.

The HRCP project is a more in-depth improvement that has a greater impact on the agency than the application reports. The project is delivered as a formal presentation to the HRCP program director and the participant's supervisor at the MSPB office.

The amount, if any, of official work time used to complete the report and project is a matter to be determined by the HRCP participant and his/her supervisor. For example, if conducting a survey is needed to determine an improvement, the HRCP participant is responsible for obtaining approval from the appropriate department official(s) prior to conducting the survey.

Each application report must involve action taken by the participant. Merely describing a problem in detail does not constitute improvement and descriptive projects are not acceptable.



to meet HRCP program requirements. However, the action does not have to be successful to be approved as a learning experience.

## Identifying Good Report and Project Ideas

The application report tells a story of how something learned in an HRCP session initiated an improvement in the participant's work tasks/duties. Refer to the table below for HRCP session topics at a glance to help identify possible report topics. Each application report describes a problem in the work environment needing improvement along with a application used in resolving the problem. Tie the problem and solution to a topic from HRCP curriculum following the format illustrated on page 11.

The project follows the same format as the application reports, but the problem addressed should be larger in scope and the solution should have a greater impact than those of the application reports. The project will be presented virtually to the HRCP program director and the participant's supervisor. We recommend a PowerPoint presentation with handouts that describe how you implemented a solution. The solution does not have to be successful as long as a learning experience is identified.

From HRCP Levels I through V, the following topics may be used for application reports and the HRCP Project. Keep in mind the first two application reports should include topics covered through HRCP Level III. The final two application reports may include topics from HRCP Levels I through V.

HRCP Level	HRCP Topics
1	Insurance, cafeteria plan, wellness and related benefits administration
1	Trends in human resources
1	Records management
1	Crucial Conversations
2	Recruitment, interviewing and selection
2	New employee orientation and onboarding
2	Effective interviewing skills
2	Defending the Performance Development System

<b>HRCP Level</b>	<b>HRCP Topics</b>
2	Workplace investigations
2	Understanding Title 7, federal regulations
2	Injury, illness and leave administration
2	Myers-Briggs in Organizations
3	Classification (job descriptions, job analysis, reallocations, reclassifications)
3	Compensation (VCP, salary surveys, realignment requests)
3	Staffing management (position status, org charts, reorganizations)
4	Budget preparation/DFA/PEER/LBO/PSCRB
4	Conversion
4	Employment Law Update
4	Crucial Accountability
5	Situational Leadership
5	Ethics for human resources professionals
5	Protecting the public trust: identifying fraud and deception
5	Legislative Updates
5	Succession planning
5	Determining what motivates employees

## Instructions for Application Reports

The application report is a paper that chronicles growth in a certain area in which expertise has been built as a result of the HRCP program. Follow the steps below in completing each report.

1. Based on knowledge gained in HRCP, identify a process, service, and/or relationship in the work environment that could be improved
2. Gain agreement with your supervisor on the action to be taken
3. Implement the improvement



4. Using the format listed in **Appendix 2**, complete the application report
5. Scan and email the report to the HRCP program director (listed on page 13)

Formatting requirements are listed on page 8.

## Instructions for HRCP Project

The project follows the same general format as the application reports, but the problem addressed should be larger in scope and the solution should have a greater impact than the application reports. The project will be presented virtually to the HRCP program director and the participant's supervisor. We recommend a PowerPoint presentation with handouts that describe how you implemented a solution. The solution does not have to be successful as long as a learning experience is identified.

1. Based on knowledge gained in HRCP, identify a process, service, and/or relationship in the work environment that could be improved
2. Gain agreement with your supervisor on the action to be taken
3. Submit a **Project Approval Form** after attending Level III and obtain approval from the HRCP program director. (**Appendix 3**)
4. Once receiving approval, conduct the project. Complete the project report using the same format as the application reports (**Appendix 1 and 2**)
5. After attending Level IV, set the date for project presentation with HRCP director
6. Present the project orally to agency management and the HRCP program coordinators as scheduled between HRCP Levels IV and V

## Confidentiality

All application reports and projects become the property of the HRCP program and will not be returned to the participant. All will be kept in the strictest confidence.

## Application Report and Project Report Formatting Requirements

### A. Title Page – Mandatory (see Appendix 1)

1. HRCP Application Report (1, 2, 3, or 4) or HRCP Project Report
2. Participant's name
3. Participant's organization/division and work address
4. Home address
5. Telephone numbers at work and home
6. Date

### B. Style

Documents should be typed double-spaced with a font size of 12, and submitted on standard paper. The style should be report format, using complete sentences. Attachments such as memos, letters, charts, diagrams, manuals, etc. that will increase the reader's understanding may be included. (When quoting or using supplementary material, please cite the source; however, footnotes and bibliographies are not required).

The project report should follow the approved proposal noting any changes, deviations, learning outcomes, and applications of HRCP topics.

### C. Length

Although the report has no specified length or required number of pages, be sure it is complete, clear, and concise and describes all aspects of the process. Most application reports average 300 words.

### D. Proofreading Your Documents

**Would you want the agency head to read your report?** It is important that projects reflect your professionalism and commitment to excellence. They should be written in clear, Standard English and follow all standard guidelines for grammar, spelling, punctuation, and paragraphing.

Writing experts recommend that you first check the content, then revise or rewrite, and then check for errors in grammar, spelling, and punctuation. It is easier to catch errors on paper than on a computer screen, so proofread a printed copy before submitting your final project. **Documents that contain errors in grammar, spelling, or punctuation will be returned for revisions.**



## APPENDICES





**Appendix 1: Sample Title Page for Application Report or Project**

## **HRCP Application Report or HRCP Project Report**

**Jane Doe**

**Mississippi State Agency**

**Human Resources Office**

**210 E. Main Street**

**Hot Coffee, MS 38912**

**[Jane.doe@msa.ms.gov](mailto:Jane.doe@msa.ms.gov)**

**111 Home Drive**

**Hometown, MS 39506**

**Work: 601-333-4444**



## **Appendix 2: Sample Application Report and Project Format**

*Remember, documents containing errors in grammar, spelling, or punctuation will be returned for revisions.*

### **Application Report (1, 2, 3, or 4) or HRCP Project Report**

#### **Part A:**

Describe the area where an improvement is needed and the corresponding HRCP session

#### **Part B:**

Describe a current work problem and/or situation in your work environment that needs to be solved and/or improved

#### **Part C:**

Explain how you used the methods, ideas, techniques, approaches, and/or processes learned from the topic(s) to solve the problem and/or bring about improvements

#### **Part D:**

State how the solution increased the effectiveness of your HR office



### Appendix 3: HRCP Project Approval Form

## Project Approval Form

**\*\*Please type information. Hand-written forms will not be accepted. \*\***

Name of Participant:

Work Address (Street/City/Zip):

Work Telephone/Ext:

Email Address:

Organization/Division:

Corresponds to HRCP Level:            1            2            3            4            5

Complete A – E below and obtain supervisor's signature then send to the MSPB HRCP coordinator.

**A. Application:** State the application and corresponding HRCP Topic (see Table on page 4)

**B. Problem and/or Situation:** Describe the problem and/or situation, why you chose it, and generally what you plan to do to address or resolve it.

**C. Results/Benefits/Effectiveness:** Explain why implementing the project will result in specific improvements and/or benefits and describe the outcomes you expect to see.

**D. Action:** List and explain the various steps you will go through to plan your project, communicate with other parties, obtain necessary authorizations, and implement the project.



**E. Evaluation:** Describe the specific survey techniques, feedback processes, or documented observations you plan to use to determine the overall effectiveness of your project. Explain the information you expect to receive and how it will demonstrate the success (or lack of success) of your project. Include Return on Investment in the evaluation, comparing the cost (time, effort, investment, etc.) of your project with the benefits achieved.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I have reviewed the project proposal of this employee and have determined that the project is appropriate for the agency and the development of the employee as a human resource professional. I agree to assist in the administration and evaluation of the performance of this project:

**Supervisor Signature:**



\_\_\_\_\_ **Date:** \_\_\_\_\_

**Send to:**

Attn: Jennifer Jasper

Director of BSC and HRCP  
210 East Capitol Street, Suite 800  
Jackson, MS 39201 (Handmail)  
[Jennifer.jasper@mspb.ms.gov](mailto:Jennifer.jasper@mspb.ms.gov)  
(601) 359-2761  
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